(195 4) Department.

SERIES.

G.O. No. 4330

4330

Dated 9-12-1954

FOR MYSORE STATE

[Despatch Abstract,]

...T - Highways Department - Temporary -

...cle at Channapura - Additional staff - Sanctioned.

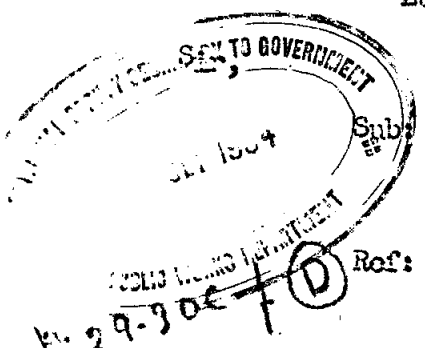
HIGHWAYS DEPARTMENT

76691

From
Sri K.K.Nambiar, B.E., M.I.E.(Ind),
F.Inst.H.E.(Eng) M.I.Mun.E.(Eng),
M.Am.Soc.C.E.,
Chief Engineer (Highways),
Chepauk, Madras-5.

To
The Secretary to Government,
Public Works Department,
Fort St.George,
MADRAS-9.

Letter No.25072-A1/54-5 dated 28.9.54.



Sub: ESTABLISHMENT - Highways Department - Temporary - Malabar and South Kanara Districts - construction of bridges and roads - formation of special circle.

Ref: G.O.Ms.No.3247 PW dated 14.9.54.

In my letter applying for sanction to the employment of staff for the new circle, the posts of a Head clerk and an attender were omitted to be included, and these posts have not been sanctioned in the G.O.cited. A Head clerk is necessary for the circle office for effectively supervising the work of the other clerks. An attender is also necessary to be incharg of 'Records'. Even though the new circle has only a limited jurisdiction intensity of work will be great as the special works in that circle have t be completed within a target date. The employment of a Head Clerk and an attender is necessary for the circle office in addition to the staff sanctioned in the G.O. cited. I therefore request that very early sanction may be accorded to the employment of a Head clerk and attender.

2. In para 2 of the G.O. cited, the Sub head to which the expenditu on the cost of staff is debitable is indicated as 'C.Executive Establishme The expenditure is correctly debitable to the Sub He ad 'B.Superintending Engineers'. I request that necessary amendments may be issued to that effe

3. I request very early orders may be issued sanctioning the addit staff and amending the sub head of account.

for CHIEF ENGINEER (HIGHWAYS)

KCK.28.9

28/9

Memo No. 7669 R/5-4 - 2d 23.X.14

Sub: Estt. H.W. Deptt - Tempy. PA Speci
circle at Cannanore - Addl. staff

Ref: From the C.E(H) No 25-072 A1/14
d 28.9.14.

It has been suggested that as there are only 2 U.D.Cs and 2 L.D.C in the new circle office, there is no need for a head-clerk to supervise the work of the above 4 clerks. As the circle office is new and 'Records' are yet to be built up, it has been suggested that the proposal for the sanction of an attendt to the circle office may be renewed upto 31st March 1915. The C.E(H) is requested to offer his remarks on the suggestions and justify the sanction of the two posts in greater detail.

SPECIAL

HIGHWAYS DEPARTMENT

87606

From

Sri.K.K.Nambiar,B.E.,M.I.E.,(Ind)
F.Inst.H.E(Eng)M.I. Mun.E(Eng)
M. Am.Soc.C.E.,
Chief Engineer (Highways)
Chepauk, Madras.5.

To

The Secretary to Government,
Public Works Department,
Madras.9.

GOVERNMENT
13 NOV 1954
PUBLIC WORKS DEPARTMENT

Letter No.25072.A1.54.15 dated 11.11.54

Sir,

Sub: ESTABLISHMENT - Highways Department - Temporary Special circle at Cannanore additional staff.

Ref: G.O.3247 P.W dated 14.9.54
Govt.Memo No.76691.R.54.2 P.W dated 23.10.54

- - -

The new circle at Cannanore is in charge of several special works requiring to be done within target dates and the volume of correspondence in that office will be very much. To ensure quality and promptness in the disposal of references supervision and guidance by a Head Clerk, who will be experienced is quite essential.

2 In addition to supervision of the works of the clerks, the Head Clerk is required to maintain cash and accounts for the contingent charges of the office, to look after stationery forms and records, to supervise also the work of Typists and to control the manuals. The 4 clerks alone are not enough for the circle office. A Head Clerk is quite essential to attend to the works mentioned above.

3 Though the circle office has been newly formed, the circle is in charge of 3 regular Divisions and 3 special Divisions. The circle office records pertaining to those Divisions which were hitherto maintained by the Coimbatore circle office have been transferred to Cannanore circle office. There are thus already sufficient records available in that office and more are to be built up. An attender has, therefore, to be employed in that office right from now.

4 In view of the above position, I request that very early sanction may be accorded to the posts of a Head Clerk and attender which are essential for such supervision offices.

5 A Steno Typist is required for the Superintending Engineer (Highways) Cannanore and he will be more useful to him In G. O 598 dated 26. 3.46 one Steno Typist was sanctioned for each Superintending Engineer. The Superintending Engineer (Highways) Cannanore is also eligible for a Steno Typist. I therefore request that sanction may also be accorded to the employment of one Steno Typist and one Typist in lieu of the Two typist sanctioned in the G.O cited.

E.P. Nambiar 11.11.54
for CHIEF ENGINEER(HIGHWAYS)

Estt. H.W. Deptt. - Tempy. - Special circle at Cannanore - Addl. staff - Sanctioned.

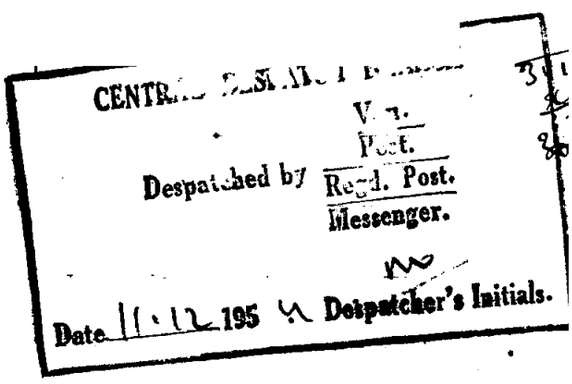
Read: G.O. Ms. No. 3247 P.W. dt 14.9.74
from the C.E(H) No. 25072 A1/74
dt 11.11.74

G.O. Ms. 4330 Dt 9-12-74

The Govt. sanction the employment from the date of appointment till the 28th Feb. 1975, of one attender and one stenotypist in lieu of one of the two typists sanctioned in G.O. Ms. No. 3247 P.W. dt 14.9.74, in the Special circle office at Cannanore, H.W. Deptt.

2. In modification of orders in paragraph 2 of G.O. Ms. No. 3247 P.W. dt 14.9.74, the expenditure on account of the staff of the Spl. circle at Cannanore is debitable to "50. Civil works - C. Estt. - H.W. Deptt - B. Superintending Engineers".

3. The proposal of the C.E. (H) for the employment of a Headclerk in the Spl. circle, which has not been accepted.



Sub: Establishment - Highways Department - Temporary - Malabar and South Kanara Districts- Construction of bridges and roads - Special Circle at Cannanor Additional staff.

Ref: G.O. Ms. No. 3247 P.W., dated 14-9-54.
From the C.E.(H), No.25072 A1/54-5, dated 28-9-5

Please see the reference from the C.E.(H), at p.1 c.f. In G.O. No. 3247 P.W., dated 14-9-54, the Govt. have sanctioned the formation of a new circle at Cannanore with the following staff till 28-2-55, to attend to the bridge and road works in Malabar and South Kanara Districts for which the Govt. of India have agreed to give financial assistance:-

One Superintending Engineer.
One P.A. to the S.E. in the grade of an Asst. Engineer.
One Manager.
Two Upper Divn. Clerks.
Two Lower Divn. Clerks.
Two typists.
Seven peons.
Four Junior Engineers.
Two L.C.Es.(Supervisors).
Two Tracers.
Two Blue Print Operators.

The C.E.(H) has now stated that the posts of one Head Clerk and one attender were omitted to be included in his proposal for the formation of a new circle and that the Head Clerk is necessary for effectively supervising the work of other clerks and the attender to be in charge of Records. Hence he has requested that two posts may be sanctioned for the Circle Office. In this connection he has reported that the sub-head of account to which the expenditure on the cost of the staff sanctioned for the new circle is to be debited to the sub-head 'B. Superintending Engineers' and not to "C. Executive Establishment" as mentioned in paragraph 2 of the G.O. dated 14-9-54.

2. The non-technical posts usually sanctioned for the circle office includes the post of one Head Cle

sanction the two posts for the new circle office also. The proposal of the C.E.(H) for the sanction of one Head-clerk and one attender may be accepted. The amendment to the sub-head proposed by the C.E.(H) may also be agreed to.

3. Finance may see for remarks.

Pl. see the note above. Fin(E-II)

2. In the circumstances, this deptt may agree to proposal at 'M' above.

The complement of non-technical staff proposed already sanctioned is much less than what it given to a Div office. As against 3 UDC and 4 LDC, in this office there are only 2 UDC and 2½ DC. To supervise the work of these 4 clerks there is no need for a head clerk. As regards attender, this is a new office and Records" are yet to be built up. The proposal for an attender can be reviewed after 31st March 1955.

16/x

DEPUTY SECRETARY TO GOVERNMENT 14 OCT 1954 FINANCE DEPARTMENT E II

ASSISTANT SECRETARY TO GOVERNMENT, PUNJAB 18 OCT 1954 PUBLIC WORKS DEPARTMENT

808-9

Fin. a.c. 104 82 E II
18-10-54.

P.W.

Please see the note at pp. 1-2. The C.E (H) may be consulted with reference to the remarks of Fin. Deptt. at p. 2 ante.

A draft memo is submitted for consideration.

SS
8.11.54.
10-54

[Issued as Memo No. 76691 K/54-2 dt 23.X.54]
[from the C.E (H) No. 25072 A1/54-15 dt 11.11.54]

Please see the note from p. 1 ante and the further report of the C.E (H) (at p. 3-c/f) with reference to the remarks of Fin. Deptt. at p. 2 ante. In paragraphs 1 to 3, p. 3-c/f, the C.E(H) has explained the need for a Head clerk and one attender in the new circle office at Cannanore. In this connection he has requested sanction of the Govt. for the employment of one stenotypist and one typist in lieu of 2 typists sanctioned for the circle, as one stenotypist is usually sanctioned for a S.E. and as the stenographer will be more useful to him. In the circumstances the proposal of this Deptt. at M p. 2 ante may be passed. One Stenotypist in lieu of one typist may also be sanctioned.

Fin Deptt. may be requested to reconsider.

SS
18.11.54.
18.11.54.

19/11/54

Fin (E II)

(Pre. Finance note in p. 2 above)

In the circumstances stated by the C(H) at p3 of, the proposal of PWD at M above may be agreed to & attender may be allowed. There is no need for a Head clerk to supervise the work of 4 clerks. The duties of such Ummedalé

19.11.54
DEPUTY SECY. FIN. TO GOVERNMENT
22 NOV 1954

with para (2) of page 5 (C.F) can be attended to by one of the U.D Cs. one typist post may be converted into direct & steno typist

20/11 PW

Fin. R.O. 115445, E II-1
91669 26.11.54

P.W(R)

ADDITIONAL DEPUTY SECRETARY TO GOVERNMENT
29 NOV 1954
PUBLIC WORKS DEPARTMENT

Please see the note from p.1 ante.
Fin. Deptt. have disagreed to sanction of one attender and to the conversion of the post of one typist into that of a stenotypist. But they consider that one Head clerk is not necessary to supervise the work of 4 clerks and one of the ex-D.Cs. may be attended to the work referred to in paragraph 2 p.5 C.F. It is for Orders whether the views Fin Deptt may be agreed to and Orders issued accordingly